

REFER A FRIEND PROCESS AND T&C'S

PROCESS:

- Colleague asks their friend to apply via the Active Care Group website.
- When the 'friend' receives their job offer, they email referafriend@activecaregroup.co.uk, stating who their 'friend' is (the referrer), and what their new job role is.
- The colleague receives an automated email response detailing the terms and conditions (below).
- The Onboarding team will monitor the new starter. Once they have met the required criteria the colleague will receive their 'refer a friend' payment.

T&C'S

This non-contractual referral bonus payment is made subject to the following conditions:

The 'referrer':

- The 'referrer' must be employed on a permanent or fixed term contract of employment.
- Should a colleague resign, verbal or written, at that point they will no longer be eligible to participate in the scheme.
- Any colleague who is subject to dismissal, will not be entitled to receive any bonus payment from the point of dismissal.
- In the unlikely case of redundancy, the bonus payment will be honoured.

The 'friend':

- Must be on a permanent or fixed term contract and have successfully completed a 6-month probationary period.
- Bank workers must have worked a minimum of 100 hours.
- Care In The Home colleagues must have worked 12 shifts, in 6 months, in order for the referrer to receive their payment.

Payment:

- For Nurses, Therapists & Doctors - the Refer a Friend bonus payment is £1000.
- All other roles - £250.
- Payments are subject to the normal deductions of Income Tax and National Insurance.